

**CONFIDENTIAL**

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**Office Memorandum**

UNITED STATES GOVERNMENT

TO : Chief, Plans &amp; Policy Staff/TR

DATE: 27 July 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 30

STAT

JOE NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_ DOC. NO. 24 NO CHANGE  
 IN CLASS/ DECISION CLASS CHANGED TO: TS S (C) SET. INST. 22  
 I. SIGNIFICANT ITEMS NO. NEXT REV DATE 09 REV DATE 13 Dec 79 REVIEWER [ ] THE DOC. 02  
 NO. PGS 9 CREATION DATE \_\_\_\_\_ ORG COMP 11 OPI 11 ORG CLASS S  
 II. OTHER ITEMS REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

A. DETACHMENT "R" PROGRAM. The two students scheduled for the 1955-57 class at Detachment "R" will receive a final cover-security and administrative briefing on Thursday, 28 July. This will complete the necessary processing prior to departure of the individuals on 10 August.

B. DELINQUENCY IN ACCOUNTING FOR AGENCY FUNDS. The report recently furnished OTR by the Finance Division listed twenty-five OTR employees delinquent in accounting for Agency funds as of 17 June. Of these twenty-five, twenty have submitted vouchers accounting for their funds or undertaken negotiations with the Finance Division, or the Division whose funds were used, to settle their accounts.

C. REPORTS SUBMITTED BY REGISTRAR: A report of the number of students attending the Basic and Intelligence Schools during FY 1955 was forwarded to [ ] Plans & Research Staff. A similar report on External Training will be forwarded on 27 July 1955.

D. DDP SCREENING OF LANGUAGE TRAINING RECORDS. [ ] Placement Officer for DDP arranged to have the Registrar's records screened to ascertain the names of personnel who have taken language Training since January 1954. 25X1

E. LECTURES AT DEFENSE DEPARTMENT SCHOOLS. Training Liaison Officers have been requested to furnish the Registrar with the names and grades of Agency personnel interested in attending lectures at the Strategic Intelligence School and the Industrial College during FY 1956.

F. RECONSTRUCTION OF ROOM 136, BUILDING [ ] A request was submitted to the Office of Logistics for the enlargement of Room 136, Building [ ] To accomplish this, the present partition between Room 132 and 136 will be moved approximately 12 feet. An attempt will be made to accomplish this work by 26 September 1955. 25X1 25X1

G. ATTENDANCE AT LOGISTICS OFFICER'S MEETING. At the request of [ ] the Administrative Officer and the Supply and Services Officer attended the last two monthly DDP Logistics Officers' meetings. It was found that many of the matters discussed are pertinent to OTR logistics matters. It was, therefore, decided that the Supply and Services Officer would attend these meetings regularly. The next meeting is scheduled for 3 August 1955. 25X1

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- 2 -

25X1 H. [ ] RETROACTIVE PAY INCREASE. BFO/TR arranged for the transfer  
25X1 of additional funds to [ ] to provide for retroactive payment of the local-  
hire salary increases on 22 July 1955.

25X1 I. [ ] - CLASS A STATION ACCOUNTING. The first report required under  
the Class A Station Accounting Procedures will be submitted for the period 1 through  
26 July 1955.

25X1 J. FY 1955 TOTAL OTR OBLIGATIONS. After research and review of Finance 25X1  
Division records by personnel of the Budget and Fiscal Section, the Finance Division  
has agreed to officially increase FY 1955 total OTR obligations by [ ] which  
represents authenticated adjustments in the OTR allotments for last year. An in-  
crease of about [ ] was made in FY 1954 obligations *at the same time.*

25X1 K. STATUS OF CAREER STAFF APPLICATIONS. [ ] Chief of the 25X1  
Selection Staff, Office of Personnel, has advised the Personnel Section, that  
because of a delay in setting up the new Examining Panels and Selection Board,  
no employees will be processed for membership in the Career Staff until September.  
It should be emphasized that this will have no effect on the date of a person's  
membership, which will remain either 1 July 1954, for employees who had completed  
three years in the Agency prior to that time, or the date that an employee com-  
pletes three years in the Agency.

25X1 L. CLERICAL SITUATION AT [ ] Pursuant to a discussion that took place  
at the Career Service Board Meeting on 19 July, the following steps are being taken  
to improve the clerical situation at [ ] 25X1

1. The Agency is being canvassed to locate any experienced employees  
who might be transferred. The Office of Personnel has guaranteed replace-  
ments from new personnel entering on duty.

25X1 2. The Executive Officer, [ ] will provide the Personnel 25X1  
Officer, [ ] with full-time clerical assistance at the earliest  
practicable date. This will allow the Personnel Officer to devote  
more time to recruiting.

3. The Personnel Officer and Administrative Officer, [ ] 25X1  
are discussing the advisability of using typists in stenographer  
slots until more stenographers can be located.

4. The Executive Officer and the Personnel Officer, [ ] 25X1  
are exploiting all possible recruitment sources for clerical per-  
sonnel, particularly a local government activity which is undergoing  
a reduction in force.

The Personnel Section will provide the Assistant Chief for Field Training, through  
the Chief, Operations School, with a bi-weekly report of recruiting efforts. The  
Personnel Section has revised its weekly vacancy report to more accurately re-  
flect true clerical vacancies.

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- 3 -

25X1 M. OFFICE OF PERSONNEL INFORMATION LETTER. The Office of Personnel is now publishing a monthly Information Letter. Copies have been requested for the DTR, DDTR, School and Staff Chiefs and for distribution to members of the promotion panels. [ ] has been designated as the OTR contact for items to be included in the Letter.

25X1 N. APPROVAL OF NEW CEILING. The Management Staff has concurred in and forwarded to the DDS for approval the request for a nine-slot ceiling increase for the Office of Training. These increases are as follows: [ ] - Assessment & Evaluation Staff; [ ] - Basic School; [ ] - Intelligence School. 25X1

O. OTR VACANCIES - GS POSITIONS.

<u>Component</u>	<u>Professional</u>	<u>Clerical</u>	<u>Clericals in Process</u>
Instructor Development Program	<div></div>		
Plans & Policy Staff			
Assessment & Evaluation Staff			
Support Staff/Headquarters			
Support Staff/[ ]			
Basic School			
Intelligence School			
Language & External Training School			
Operations School/Headquarters			
Operations School/[ ]			
Operations School/[ ]			
TOTAL . . . . .			

25X1

\* Includes:

25X1 25X1 [ ] Clerk Steno vacancy - [ ] applicants in process  
[ ] Time, Leave Pay Clerk vacancy - [ ] applicant in process  
[ ] Clerk Typist applicant in process  
25X1 [ ] Mail Clerk vacancy  
25X1 [ ] vacancy

25X1 P. [ ] Weekly report of the utilization of [ ] facilities for 25X1  
the period 20 July through 26 July is attached.

Attachment

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